

Title: Materials Handler (Fork Lift Operator)  
FLSA: Non-Exempt

Pay plan/Series/Level: NA-6907-05

Citations: US OPM FWS JGS, Material Handler, 6907, 9/90.

US OPM FWS JGS, Fork Lift Operator, 5704, 11/69.

US OPM FWS JGS, Trades and Labor Occupations, Section II, C3, Mixed Jobs.

**Major Duties:**

Receives stock; checks for over, short or damaged shipments; completes receiving documents; and moves to storage areas. Identifies and rotates stock including hazardous materials, ensuring special storage requirements have been met. May operate a forklift in storing and rotating stock.

Issue materials in accordance with established procedures. Verifies inventory and shipping documents; independently prepares shipping documents and related reports. Inventories assigned areas/materials as directed.

Operates forklift with less than 10,000 pounds capacity to load or off-load subsistence or equipment.

Follows general safety practices in operating equipment. Performs operator maintenance on equipment.

May be required to operate a motor vehicle with gross vehicle weight of up to and including 10,000 pounds.

**Skill and Knowledge:** Requires skill in the operation of handcarts and other non-mechanized and mechanized conveyances used for loading and unloading materiel in or out of carriers. Requires knowledge of the storage area to find or place items without heed for specific instructions. Requires a knowledge of the various forms and documents used for the issue, receipt and storage of materials. Must be able to operate material moving equipment and vehicles both inside the warehouse and in outdoor storage facilities.

**Responsibility:** Performs work under general supervision following well-established procedures.

Supervisor issues instructions, resolves problems as to new methods, procedures, or policies, and spot checks work for quantity, quality, and adherence to established warehousing policies and procedures.

**Physical Effort:** Performs work on hard surfaces and in work areas that require standing, stooping, bending. May be required to work at rapid pace for long periods of time. Frequently lifts and carries supplies and equipment that weighs up to 40 pounds. Assistance is available from other workers and equipment for moving items over 40 pounds. When operating fork lift moderate physical effort is used in operating hand and foot controls while driving, turning, starting, and stopping, and raising, lowering and tilting the loads being moved.

**Working Conditions:** Work is performed inside warehouse in bin rooms, open storage areas and on receiving or shipping docks. Areas may be cold, drafty, damp or hot. Frequently exposed to scrapes, cuts and bruises. When operating forklift there is danger of toppling stacks, injury from falling objects and possibility of broken bones from overturning of equipment. Required to wear safety equipment and clothing appropriate for this position.

**Evaluation:**

**Title and Series Determination:** The position involves two series of work, Warehouse Worker, WG-6907, and Forklift Operator, WG-5704. The Warehouse Worker duties are paramount for recruitment and placement and is coded to the 6907 series and titled as Materials Handler. A parenthetical is added to designate the need and the requirement for forklift operator duties. The final title and series classification for this position is Materials Handler (Fork Lift Operator), NA-6907.

**Grade Determination:** The position requires the materials handler to usually work independently under general supervision performing a wide variety and range of duties requiring a specialized knowledge of warehousing and the safe handling, storage, and movement of equipment and supplies. The operation of mechanized and non-mechanized equipment to stack, move, and arrange items considering height, weight, space, and any special handling requirement is required. When dealing with hazardous materials, formal

and on-the-job training is provided. These duties and responsibilities compare favorably with those at the WG-05 level in the above-cited standard. At the WG-04 level, the incumbent would work under closer supervision performing routine and repetitive tasks. WG-06 employees are required to have an in-depth knowledge of the overall warehouse plan, documentation requirements, and accepted warehousing methods. They are able to layout storage space and establish item and material locations in compliance with agency regulations. They are able to prepare inventory and production reports, screen and identify shipping and receiving documents for discrepancies, and direct shipments to shipping or storage areas. They can determine sequences for loading materials and organize incoming shipments for maximum space utilization, safety considerations, and damage protection. They are able to operate the larger material moving equipment and vehicles inside the and outside the warehouse and holding areas on unpaved, unimproved, or difficult terrain. Subject position does not meet the WG-04 and WG-06 levels. The physical effort and working condition factors are the same for all grade levels.

Duties described in the operation of forklift with lifting capacity of less than 10,000 pounds to a height of 168 inches match the grade 5 level.